

# INVITED CONTRACTOR AND TECHNICAL REPRESENTATIVE PERSONNEL DATA REPORT

(USFK REG 700-19)

(SEE INSTRUCTIONS AND PRIVACY ACT STATEMENT ON REVERSE SIDE)

## PART I - (TO BE COMPLETED BY THE CONTRACTOR EMPLOYEE)

TYPE OF REPORT		CONTRACT NUMBER		CONTRACT EXPIRATION DATE	
<input type="checkbox"/> ARRIVAL	<input type="checkbox"/> CHANGE IN DATA				
CONTRACTOR COMPANY NAME		DESCRIPTION OF SERVICE			
EMPLOYEE'S NAME (LAST, FIRST, MI)		SSN	CITIZENSHIP	PASSPORT NUMBER	
EMPLOYEE'S SIGNATURE	EMERGENCY-ESSENTIAL <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> INVITED CONTRACTOR		COMMAND SPONSORED	
		<input type="checkbox"/> TECHNICAL REPRESENTATIVE		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DATE AND PLACE OF HIRE		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART-TIME			
ORDINARY RESIDENCE (CITY, STATE, COUNTRY)				NUMBER OF DEPENDENTS IN KOREA	
DUTY ADDRESS IN KOREA				DUTY PHONE NUMBER	
HOME ADDRESS IN KOREA				HOME PHONE NUMBER	
DATE OF ENTRY		PORT OF ENTRY		ESTIMATED DATE OF DEPARTURE FROM KOREA	
DEPENDENT'S NAME (LAST, FIRST, MI)	CITIZENSHIP	PASSPORT NO.	RELATIONSHIP	PORT AND DATE OF ENTRY	

## PART II - CERTIFICATION (TO BE COMPLETED BY THE RESPONSIBLE OFFICER)

The undersigned hereby certifies that the above information is true and correct to the best of my knowledge and belief.

NAME AND GRADE		UNIT	
PHONE NUMBER	DEROS	SIGNATURE	DATE

## PART III - (TO BE COMPLETED BY ACOFS, ACQUISITION MANAGEMENT)

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## PART IV - REPORT OF DEPARTURE (TO BE COMPLETED BY THE USFK RESPONSIBLE OFFICER)

DATE OF DEPARTURE	DESTINATION	ID CARD TURNED-IN TO	RATION CONTROL PLATE TURNED-IN TO
SIGNATURE OF CONTRACTOR SUPERVISOR		DATE	SIGNATURE OF USFK RESPONSIBLE OFFICER
			DATE

### PRIVACY ACT STATEMENT

1. **AUTHORITY:** Title 5 United States Code, Section 3012, and US-ROK Status of Forces Agreement (SOFA).
2. **PRINCIPAL PURPOSE:** System of records used to identify USFK invited contractors, technical representatives, and their dependents to notify the Republic of Korea Government of their status.
3. **ROUTINE USES:** This form is used as a source document for identifying USFK invited contractors, technical representatives, and their dependents who are in the Republic of Korea. This form also is used to notify the Republic of Korea Government of the contractor personnel who receive SOFA status under Article XV Invited Contractors, according to the minutes of the official Meetings of the United States - Republic of Korea Joint Committee, 9th Joint Committee Meeting, 5 June 1967, Enclosure 8 Memorandum For: The Joint Committee, dated 31 May 1967.
4. **MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION:** Disclosure of information is voluntary; however, failure to provide required data may result in denial of individual SOFA status and logistic support.

### INSTRUCTIONS FOR THE USE OF USFK FORM 175-R

1. United States Forces Korea Regulation 700-19 (USFK Invited Contractors and Technical Representatives) is the regulation that governs the use of this form.
2. Contractor employee will complete Part I and submit to the Responsible Officer.
3. Responsible Officer will complete Part II and submit this form is duplicate.
  - a. Send the original and second copy to: HQ USFK, ACofS, Acquisition Management  
UNIT #15237, ATTN: FKAQ  
APO AP 96205-5237
  - b. The ACofS, Acquisition Management, will complete Part III of the original and return it to the USFK Responsible Officer for retention in his files.
  - c. Responsible Officer will provide a copy of the original endorsed by ACofS, Acquisition Management to the senior contractor representative in Korea.
4. A new form will be completed and forwarded to the address in 3a not later than 3 workdays after each arrival and change in date of an Invited Contractor or Technical Representative.
5. Responsible Officer will complete Part IV of the original copy when the employee departs and return to HQ USFK, ACofS, Acquisition Management, address in 3a.
6. When any data in Part I changes, prepare a new form and process in accordance with paragraphs above.